

## TRANSPORTATION CLERK (Schools)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of clerical tasks and operating a school bus where required in the Transportation Department of the school district. The work is carried out in accordance with established procedures and involves general clerical tasks and the ability to operate a school bus transporting students. Work is performed under the direct supervision of the Transportation Supervisor or another supervisor of higher rank. Supervision may be a responsibility of the incumbent, depending on specific assignments. A Transportation Clerk (Schools) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Answers telephone calls regarding bus driver absenteeism, informs supervisor and contacts substitute drivers;
- Acts as receptionist answering telephone, directing callers, taking messages and providing information of a routine nature;
- Types forms, form letters, memoranda, reports and other materials related to the transportation department operations;
- Maintains time cards, payroll records and driver attendance reports;
- Assembles a variety of data for incorporation into various transportation department reports;
- Composes and types routine correspondence;
- Maintains orders related to mechanical report forms;
- Processes purchase orders and maintains accounts receivable and accounts payable orders;
- Maintains communication with bus drivers by used of the District's two-way radio system;
- Operates an alphanumeric keyboard to transcribe data.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to operate an alpha-numeric keyboard such as a personal computer at an acceptable rate of speed; working knowledge of traffic laws and regulations for operating a school bus; ability to operate a school bus under all driving and road conditions; ability to understand and carry out complex oral and written directions; ability to get along well with others, including children and command their respect; clerical and mechanical aptitude; sound judgement; neatness; tact and courtesy; mental alertness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of clerical office experience and; either

A) Successful completion of a course involving the use of personal computers;

OR

B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy;

OR

C) Knowledge of personal computer equipment, operations and functions.

*SPECIAL REQUIREMENTS:*

- 1) Eligibility for a New York State Commercial Driver's License, Class B, at the time of application; possession of a valid Class B license with P and S endorsements at the time of appointment.
- 2) Minimum age requirement: 21 years of age at time of appointment, per New York State Education Department regulations.

NOTE: Districts that experience difficulty in recruiting fully qualified drivers, (i.e., individuals with the CDL), may hire individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license. The training program must be successfully completed and the appropriate license obtained before the individual drives a school bus with students.

SPECIAL NOTE: In addition to the above special requirements, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION